



# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

## Office of Detention Facilities

May 8, 2018

Chad Brecklin, Police Chief  
Fitchburg Police Department  
5520 Lacy Road  
Fitchburg, WI 53711

### **RE: 2018 LOCKUP INSPECTION**

Dear Chief Brecklin:

Pursuant to Wisconsin Statute §301.37(3), an inspection of the Fitchburg Municipal Lockup was conducted on April 30<sup>th</sup>, 2018. The inspection compared the facility to the Department of Corrections Administrative Code Chapter DOC 349, applicable State Statutes, and best correctional practices. The inspection included a review of records and practices as well as a walkthrough of the detention area to assess the safety, sanitation, adequacy, and fitness of the facility. This correspondence will summarize the findings of the inspection.

#### **PHYSICAL ENVIRONMENT – DOC 349.07**

- The lockup was constructed after February 1, 1990 and thus falls under provisions of physical environment for new or substantially remodeled lockups. The inspection included a walkthrough of the detention area, which consists of two single-occupancy cells. A spot check of the mechanical devices (e.g. washbasins, toilets, locks, etc.) were tested and worked properly.

While the fixtures in the cells were previously approved, administration is encouraged to add dimming capabilities to the lights for comfortable sleeping during overnight hours (to avoid continuous illumination).

#### **SANITATION AND HYGIENE – DOC 349.08**

- Administrative Code DOC 349.08(1) calls for each lockup to have supplies of hygiene items including towels, soap, toothpaste, toothbrush, comb, toilet paper, and basic feminine hygiene materials. The inspection verified the facility has an adequate supply of these items. Replacement clothing is available (should an inmate's clothing get confiscated) and blankets are issued upon request. Cell mattresses were observed to be in satisfactory condition.
- Administrative Code DOC 349.08(2) requires that each cell shall be cleaned and the toilet area sanitized after an occupant is released. Per lockup policy #2.024(C), custodial staff are responsible for cleaning the cells after each occupancy. The cells were observed to be in satisfactory condition.

## **HEALTHCARE – DOC 349.09**

- Per policy, an intake screening form is filled out for inmates placed into the detention area (previous documentation has been observed).
- Per policy, *“No medications will be administered to, or stored for, an inmate in the holding cells, and...if an inmate requires administration or storing of medication, they shall be transported to the Dane County Jail and not held in the Fitchburg Municipal Lockup.”*

## **FIRE SAFETY – DOC 349.10**

- Administrative Code DOC 349.10(1) requires each lockup to have and properly maintain fire alarms, smoke and thermal detectors, fire extinguishers, fire attack equipment, and self-contained breathing apparatuses (SCBA) which operate for at least 30 minutes. As noted in previous inspections, this facility has been granted a variance to the SCBA requirement. A fire extinguisher was observed in the detention area (which had been serviced within the last year).
- Administrative Code DOC 349.10(2) requires each lockup to develop written policies on fire protection, evacuation, and training of staff in equipment use and evacuation. Policies #2.024(M) & #2.024(R) partially address this standard; however, there is no specific mention of fire safety training for staff.
- Administrative Code DOC 349.10(3) requires an evacuation route to be posted in a conspicuous place within the facility (an evacuation route was observed).
- Administrative Code DOC 349.10(4) requires each lockup to arrange for a fire inspection by the local fire department at least once every six months (although this can vary due to the requirements under Administrative Code SPS 314.01(13)(3)). Documentation verified general compliance with inspections completed on 7/13/17 and 4/30/18.

## **RECORDS AND REPORTING – DOC 349.11**

- Administrative Code DOC 349.11(1) requires each lockup to keep a register of all inmates. It was reported no inmates were held during CY17.
- Administrative Code DOC 349.11(4) requires staff to contact this office within 48 hours to report any of the following occurrences in the detention area:
  - 1) An inmate dies.
  - 2) An inmate attempts suicide and is admitted to a hospital or is treated for a life-threatening injury as a result of the suicide attempt.
  - 3) An inmate is hospitalized due to an injury.
  - 4) An inmate escapes or attempts to escape.
  - 5) There is significant damage to the lockup affecting the safety or security of the facility.

No such incidents were reported during this inspection period.

## **SECURITY – DOC 349.12**

- Administrative Code DOC 349.12(1) requires lockup staff to physically inspect all areas of the facility occupied by inmates at irregular intervals of ***at least once every 60 minutes*** for routine wellness checks and ***at least once every 15 minutes*** for those individuals identified as having special needs. It should be stressed that these are minimal expectations and due to the unpredictability of newly detained individuals, more frequent checks are recommended.

No inmates were held in CY17 (consequently no wellness checks were conducted). As a reminder, any time an individual is confined in the lockup, there must be at least one employee of the same gender who is present and wholly responsible for the custody and care of that inmate (WI Stats. §302.41 & §302.42).

- Administrative Code DOC 349.12(2) requires that there shall be at least three complete sets of lockup and fire escape keys: one set in use, one set stored in a secure place within the secure detention area, and one set stored in a secure place outside the detention area. It was reported and observed this facility has at least three complete sets of keys.
- Administrative Code DOC 349.12(5) requires lockup staff to conduct monthly inspections of cell and fire escape locks and doors to ensure they are in good working order. Documentation verified compliance and staff properly demonstrated the opening/locking of cell doors.

## **POLICY AND PROCEDURE MANUAL REQUIREMENTS – DOC 349.16**

- It is important that the temporary detention procedures are reviewed by lockup staff and administration on an ongoing basis to ensure continuity of operations and compliance with Chapter DOC 349. Please forward any proposed substantive changes to the policy manual to this office for formal review/approval.

## **SUICIDE PREVENTION – DOC 349.18**

- It has been reported and lockup policy reiterates that individuals experiencing thoughts of self-harm or suicidal ideation are not allowed to stay in a cell. Emergency response equipment and cutdown tools were observed during the inspection.

## **DETENTION OF JUVENILES – DOC 349.21**

- The Fitchburg Municipal Lockup is not approved to hold juvenile offenders. It was reported no juveniles were detained in CY17. There is a sign on the front of each cell which states *“juveniles cannot be placed in cells”*.

## **SUMMARY**

An inspection of the Fitchburg Municipal Lockup was conducted on April 30<sup>th</sup>, 2018. The inspection included a review of records and practices, as well as a walkthrough of the detention area to assess the safety, sanitation, adequacy, and fitness of the facility. It was reported no inmates were held during CY17. There were no individuals incarcerated at the time of the inspection. I am pleased to report no violations were documented during this visit.

## **APPROVAL**

The Fitchburg Municipal Lockup is approved for the temporary detention of two adult inmates (up to 72 hours). This approval is contingent upon the continued compliance with Chapter DOC 349 and applicable State Statutes. I would like to thank Sgt. Daniel Varriale for his assistance and cooperation during the inspection. Please do not hesitate to contact this office should you have any questions regarding this year's inspection.

Professionally,

A handwritten signature in black ink, appearing to read 'N. White', with a stylized, cursive script.

Nathan White, Inspector

**DEPARTMENT OF CORRECTIONS**

Cc: Sergeant Daniel Varriale  
Kristi Dietz, ODF  
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